

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

November 16, 2007

<b>Job Title:</b>	Administrative Support	<b>Position No.:</b>	13003
<b>Division:</b>	Board of Pardons & Parole	<b>Bargaining Unit:</b>	None
<b>Location:</b>	Deer Lodge	<b>Supplement:</b>	ROI
<b>Status:</b>	Full-time/ Regular	<b>Shift:</b>	Day
<b>Salary:</b>	\$10.270--\$12.838/hour		
<b>Benefits:</b> State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

**Application Deadline:** Applications may be returned to the Human Resource Office of the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
P.O. Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406)444- 4551

**email to** [hrcen@mt.gov](mailto:hrcen@mt.gov)

**No later than 5:00 p.m. November 30, 2007**

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

**Special Information:** The Board of Pardons and Parole is responsible for administration of parole for all inmates eligible by statute, furloughs, supervised release, executive clemency, parole revocation, and rescission. The Board of Pardons and Parole is part of the Executive Branch of State government and is attached, for administrative purposes only, to the Department of Corrections.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-0439. The Department of Corrections is a smoke free agency.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply.

**Typical Duties:** This position serves as an administrative assistant and victim services specialist for the Board of Pardons and Parole and is responsible for providing administrative and technical support to the executive director, Parole Board Analysts, board members, and support staff. The position designs, drafts, proofreads, and distributes various documents including letters, memos, reports, speeches, presentations, position descriptions, offender orientation and board member resource manuals, victim information pamphlets, customized forms, etc. The incumbent responds to requests for information regarding the Board's schedule, how the Board operates, Board dispositions, parole release and supervision, and other issues. This position is responsible for maintaining

the victim notification database and provides information to victims regarding offender status, hearing processes, decisions made by the Board, and relevant follow-up information. The incumbent also escorts victims to the prison, through the check-in process, into the Board room, and through the exit process, answering questions and providing information or assistance as required. This position is responsible for effecting the parole release of offenders including submitting parole plans, scheduling parole release dates, and preparing release documents. The incumbent must also track the progress of the parole plans to ensure timely investigations and prepare a monthly report of parole releases. This position generates, updates, and maintains the executive director's rules and rules amendments for inclusion in the Administrative Rules of Montana. This position performs various other administrative tasks including maintaining office inventory, filing, scheduling travel and meetings, and other duties as required.

Full profile available upon request. Email your request to [hrcen@mt.gov](mailto:hrcen@mt.gov).

### **Competencies:**

#### **RELIABLE AND DEPENDABLE**

- Follows through and meets commitments and agreements in a timely manner
- Relied upon by others as a source for valid information
- Maintains a consistent and predictable schedule
- Comes to work on time

#### **LISTENING**

Gives full attention to and makes a conscious effort to hear other's ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and asks clarifying questions to ensure understanding of the message when required.

#### **WRITING EFFECTIVELY**

Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. (This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)

#### **QUALITY, ACCURACY, ATTENTION TO DETAIL**

Achieves excellent work results by attending to details. Demonstrates an appropriate level of precision to complete projects successfully and to execute job responsibilities in a timely manner.

#### **RELATIONSHIP BUILDING**

Builds short- and long-term relationships with people critical to work and project success. Relationships involve all those encountered at work. Is respected as a valid resource through consistent actions and behaviors. Builds relationships by bringing conflicts and disagreements into the open, as appropriate. Makes appropriate or acceptable compromises in order to meet goals and to gain cooperation from others.

#### **ETHICS**

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

**Education and Experience:** The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED, and three years of progressively responsible experience; or an equivalent combination of education and experience.

Applicable areas of education or training for this position include office administration, law enforcement/corrections, social services, or closely related field. The completion of a 2 year job related college or Vocational training would be an asset to this position.

## THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).  
**Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\*** (See Attachment)

**Applications may be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ : \_\_\_\_\_ Jurisdiction \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_